

## **CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Administrative Assistant, Senior**

**Date: 1995**

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### **Purpose of Job**

The purpose of this job is provide administrative and management support with general supervision to an assigned department. Duties include, but are not limited to: maintaining department employee personnel files; issuing purchase orders and payments for department supplies and services; compiling and preparing information necessary to produce periodic reports within set deadlines; and distributing and maintaining storage of periodic reports.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### **Work Delegation:**

Supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.

Provides direction and assistance to employees to maintain productivity and to ensure the accuracy and effectiveness of staff.

Directs the process of ordering and paying for office supplies and needed services.

#### **Administrative Duties:**

Organizes and prepares necessary documents to assist with production of budget, insurance and training reports.

Prepares financial and construction reports by gathering data and typing draft and final reports; distributes reports to appropriate personnel; files final reports.

Prepares time-keeping documents, daily schedules, and appointments; coordinates meetings.

May type transcribed letters and memoranda.

May attend, review, and monitor legislative committee meetings.

Processes, manages, advises, and instructs the supply and equipment purchases for an assigned department.

Sorts and prioritizes incoming mail, as assigned.

Reviews documents processed by subordinate personnel ensure accuracy; discusses errors that may arise; recommends method for corrective action.

May make travel arrangements for superiors.

Enters data into the computer system pertaining to departmental daily revenue and activities, and other governmental agencies, policies and procedures.

Assists in the administration and review of contracts and compliance with the requirements of those contracts.

Types routine forms, reports, correspondence and notices; answers telephones and directs messages and calls to appropriate persons; maintains files and records in the computer system, micro film and hard copy files.

**Communication:**

Delegates daily, weekly and monthly departmental objectives, duties and special projects to supervised employees.

Communicates professionally with all levels of staff, contractors, vendors and general public in a professional and courteous manner.

Assists, advises, and provides information to superiors, co-workers, other department heads, and the general public.

**Employee Development:**

Provides consultations, training and orientation for new and/or established employees to enhance the efficiency of the department.

Reviews employee performance appraisals with supervised employees and assists with goal setting and training to meet the goals and objectives for each employee.

**Planning and Organizing:**

Coordinates research and data information from the divisions within the assigned department in response to inquiries and special project requests from the general public.

Maintains schedules for meetings and project work deadlines.

Coordinates and schedules; training for employees, employee appraisals, and personnel disciplinary actions.

**Quality Assurance:**

Ensures that all policy and regulation changes are updated and employees are informed through verbal and/or written communications in a timely manner.

Responds to inquiries, requests from supervisors, co-workers and general public with accurate information in a professional and courteous manner.

**Fiscal Responsibilities:**

Assists with the departments' budget accounts; performs account analysis and reconciliation.

Reviews monthly transaction ledger; provides comparative analysis of expenses for future budget preparation.

Maintains account analysis on contracts and lease purchase equipment; performs usage analysis.

**Problem Identification and Solution:**

Evaluates employee performance to assist employees in the prevention of incidents concerning conduct, policies and procedures and maintaining the goals and objectives of the department and/or bureau.

Monitors office expenditures to maintain preset budget.

Reviews documents and drafts for errors; corrects errors before typing final reports.

**Productivity and Accountability:**

Ensures that staff efficiently performs and completes required data entry, report production, and filing within set deadlines.

Ensures that departmental expenses and accounts payable are paid; revenues received from sales of plans and specification are deposited to ensure that all accounts are accurate and current.

**Record Keeping and Documentation:**

Maintains employee files, payroll and Personnel Action Requests log.

Maintains files and reports for receiving goods and services for accounts payable, and requisitions for payments of advertisements, and office supplies.

**Marginal Job Functions**

Performs other related duties as required.

**Knowledge of Job**

Knowledge of the principles, practices and procedures of the operating department and the various department operations and functions. Knowledge of management and financial practices, policies and procedures as necessary in the completion of daily responsibilities. Ability to follow policies, procedures, plans, and activities, and to monitor performance of subordinates against measured established goals. Knows how to administer operations and staff plans and objectives for the expediency and effectiveness of specific duties of the City. Ability to implement long-term goals for the department. Knowledge of applicable policies, standards, and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, and equipment needs. Ability to communicate and interact with subordinates, elected officials, management, employees, and members of the general public. Ability to assemble information and make written reports and documents. Ability to comprehend, interpret, and apply regulations, procedures, and related information. Ability to perform the mathematical calculations required by the job. Ability to read, understand, and interpret department reports and related materials. Ability to utilize and understand computer applications and techniques.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree in Business/Public Administration, Secretarial Sciences or related field required; three years of general administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience required.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job-related machines and/or office equipment. Must be able to move or carry job-related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to communicate with people to convey or exchange professional information.

**LANGUAGE ABILITY:** Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

**NUMERICAL APTITUDE:** May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.